



*For additional information
or to submit an application
Contact:*

*City of San Bruno
Human Resources
567 El Camino Real
San Bruno, CA 94066*

Phone: (650) 616-7055

The City of San Bruno

Invites Applications For

City Engineer

(Deputy Public Works Director - Administration & Engineering)

Up To: \$124,416/Annually



*Final Filing Date:
Friday, May 19, 2006*

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

THE COMMUNITY

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby; the Golden Gate National Recreation Area is minutes away and access to the San Francisco Bay is just a short drive away. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC San Francisco, and San Francisco State University. Numerous regional shopping centers abound. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

THE DEPARTMENT

San Bruno Public Works includes the Divisions of Water, Central Garage, Streets, and Storm and Wastewater Services, in addition to Administration & Engineering. For those who desire a challenging working environment in an urban setting, the City of San Bruno offers a unique career opportunity.

The Administration & Engineering offices are located in San Bruno City Hall. These offices provide space for the Public Works Director, City Engineer, a Management Analyst, and the Engineering Division staff.

The Engineering Division staff is led by the City Engineer, and includes a Principal Engineer, two Associate Engineers, two Engineering Technician/Inspectors, and two Secretaries. The City Engineer will be expected to develop an implementation plan for an infrastructure improvement and rehabilitation capital improvement program for the water and wastewater utilities.

THE POSITION

The single-position classification of Deputy Public Works Director-Administration & Engineering is being recruited with a working title of City Engineer to emphasize that the position’s primary responsibilities will be municipal engineering and the development and implementation of a multi-year Capital Improvement Program (CIP).

The position requires an exceptional combination of expertise in: general public works administration; City codes, laws and regulations governing public works construction contracts; principles of supervision and management; municipal finance and budgeting; legislative advocacy; and preparation of grants. The successful candidate must possess superior interpersonal, written and oral communication skills and the ability to prepare and present detailed reports on complex issues, succinctly and clearly.

This position plans, organizes, coordinates and directs the City’s engineering tasks, supervising professional, technical and clerical staff. The City Engineer will be heavily involved in capital improvement project planning and implementation, contract management and the land development review process. Requirements include occasional evening/weekend meetings and work hours and response to emergency situations.

This position is classified as Fair Labor Standards Act (FLSA) Exempt.

THE IDEAL CANDIDATE

- An exceptional leader with outstanding management skills.
- A professional experienced in municipal engineering and the public sector work environment.
- A registered civil engineer with exceptional project management and project tracking skills.
- An experienced engineer knowledgeable about transportation traffic land development and drainage issues. A working knowledge of water/sewer utility engineering would be a plus.

- A strong communicator, good listener and effective team leader that is capable of mentoring and developing subordinate staff.
- A good manager that is capable of streamlining operations, setting priorities and providing guidance, support and direction to staff as changes are effected.
- A “big picture” thinker.

ESSENTIAL DUTIES

- Plans and directs project management activities for a variety of activities involving civil engineering, construction, and capital improvement projects, including the preparation of plans, specifications and designs, estimates, contracts, schedules, inspections and project monitoring.
- Directs the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.
- Reviews and assigns engineering work to assure the overall quality of the professional engineering work performed by subordinate personnel; recommends changes or modifications to existing legal codes and standards.
- Reviews and approves all contractual proposals for publicly or privately assisted activities involved in the City’s engineering and construction efforts.
- Advises the Public Works Director, City Manager’s Office and others on the planning and implementation of civil engineering, construction, land development or other related activities.
- Directs the preparation and administration of the division budget, monitors authorized expenditures.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.

- Develops and implements management systems, procedures, and standards for program evaluation.
- Directs the selection, supervision and work evaluation of division staff and provides for their training and support, including equitable use of disciplinary procedures.
- Develops and coordinates supervisory and technical training and development programs.
- Coordinates division activities with other City departments and divisions with outside agencies, and responds to citizen inquiries.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Candidates must have a Bachelor’s degree from an accredited college or university with major course work in civil engineering.

Experience: Four (4) years of increasingly responsible experience involving civil engineering with at least two (2) years in responsible management or supervisory level position. Previous public sector experience is preferred, but not required.

Knowledge of:

- Contemporary practices of civil engineering.
- Principles of public administration and local government operations related to public works.
- Land development, urban planning, and transportation planning.
- Principles of organization, administration, budget, financial and personnel management.
- Project management systems.

Special Requirements:

License:

- Possession of a valid Certificate of Registration as a professional civil engineer in the State of California or the ability to obtain within six (6) months.
- Must possess, or be able to obtain and maintain a valid California Driver's License.

DMV Printout:

- A current Department of Motor Vehicle (DMV) printout (dated within the last 30 days) will be required for finalists.

TO BE CONSIDERED

All applications and resumes will be screened in accordance with the criteria outlined in this brochure.

Only those candidates best fitting the needs of the City at this time will be invited to participate in our finalist evaluation process.

EMPLOYEE BENEFITS

Retirement

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employee pays PERS contribution of 8% and does not pay Social Security. Under the Social Security law, your Social Security benefit amount earned under previous employers may be affected by "windfall Elimination Provision" and Government Pension offset Provision. For information, please visit www.socialsecurity.gov You may also call 1-800-772-1213 the TTY number 1-800325-0778, or you may contact your local Social Security Office.

City Contribution to Deferred Compensation

The City contributes a matching amount of up to one-half of one percent (.005) of an employee's salary on a biweekly basis to the deferred compensation program.

You must be enrolled in one of the City's deferred compensation programs and making a payroll deduction of at least one-half of one percent (.005) to be eligible.

Insurance

The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax-deferred basis and is subject to adjustment by the plan provider annually.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

Leave

Includes 10-23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays, and 60 hours of management leave per year.

Other Benefits

- Home Loan Assistance Program
- 2.5 % Bilingual Incentive
- Credit union membership
- Section 125 Flexible Benefit Plan
- Tuition reimbursement

MISSION STATEMENT

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

THE CITY OF SAN BRUNO VALUES

- < Integrity
- < Protecting, guarding, and shepherding public resources and interests
- < Teamwork
- < Exemplary service to the community
- < Competent, well-trained employees
- < Friendliness and commitment to the community

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

